Add a Class

Before you set up classes, you need to understand how subjects, courses, classes, and sections are used in HeadMaster and how they can be used to accommodate your school's class schedules.

A **Subject** is a topic that is taught, such as writing, science, math, or reading. It can have credits associated with it and is usually identified using a code. For example, the subject described as language arts might use the code "LNGART." Administrators seeking to set up a lower school class schedule will generally only need to set up subjects and classes. The lower school administrator only needs to enter courses if they want to print a course catalog.

A **Course** is a general description for a prescribed class. Examples of courses include Biology, Medieval History, English Literature, or French. Administrators need to set up courses if they plan to export and import to and from a master scheduling program, or if they intend to print a course catalog.

A **Class** is a group of students who meet in a specific location at a specific time. Classes can be associated with subjects and courses. Courses and classes may share the same name. Examples of classes are Earth Science, English 12, Senior Composition, or Music Appreciation.

A **Section** is what exists when a class and a subject are brought together. For example, Mrs. Green's Language Arts, Section 3; or, English 12, Section 1, Room 201 (9:00 a.m.) and English Section 2, Room 102 (11:00 a.m.).

Lower School Class Example:

Elementary School schedules usually follow the pattern of having self-contained classrooms. For example, Mrs. Green teaches her third grade class all of the subjects that the curriculum requires. The administrator should set up a new class called "Third Grade." The teacher is "Mrs. Green." She enters "3" for the Grade Level. On the Subjects tab, the administrator selects all of the subjects taught by Mrs. Green to third graders. Some examples of subjects are Math, Science, Reading, Social Studies, and Spelling. Once two subjects are entered, the subjects in the class display in a Subject List. The administrator can edit each subject to include further description and weight information.

Upper School Class Example (Not Using Courses):

In upper schools, classes usually have a different teacher for each class in the curriculum. Each class of this nature needs to be set up as an individual class.

For example:

- Mr. Brown teaches chemistry and 9th grade math.
- Mrs. Blue teaches 10th, 11th, and 12th grade math.
- Mrs. Red teaches 9th, 10th and 11th grade English

The administrator creates subjects for math, chemistry, and English. Next, she sets up each of the four math classes, selecting the appropriate teacher, subject, and section for each class. She repeats these steps for the chemistry class and the English classes. The administrator can add schedules, class rolls, activities, images, and user defined information at any time for any class. Each class that is created displays in the Class List.

Upper School Class Example (Using Courses):

Some schools need to print a course catalog or import and export from a master scheduling program. When this is the case, you should first set up subjects, departments and courses in HeadMaster (See Set Up Subjects and Set up Courses. Next, set up classes just as you would in the example above, except attach a course to the class. For example, HeadMaster Academy's Biology department offers a course in marine biology that includes a lab. In this case the administrator adds two classes. The first class is Marine Biology, section 109. The second class is Marine Biology Lab, section 110. On the General tab, the administrator should select the course name (Marine Biology). On the Subject tab, the administrator selects the subject (Biology).

The following procedure guides you through entering the minimum information required to add and save a class.

1. On the Home screen, click **Classes**.
2. On the toolbar, click **New**.
3. On the **General** tab, enter the Class Name.
4. Click the **Subjects** tab.
5. Click the Subject drop-down list, and select a subject name.
6. Enter a Section number. This number should be a unique identification number.
7. This is the minimal information required to enter and save a class. You can enter any other information you want to add. To save the class, click **OK**.